

Office of Higher Education
Job Opportunity

Senior Consultant – Division of Student Services

Open To: The Public
Location: 61 Woodland Street, Hartford, CT
Hours: Full-Time (40 hours/week)
Starting Salary: \$60,011
Closing Date: February 21, 2014

The Office of Higher Education has an employment opportunity within its Division of Student Services for an individual skilled in public policy, program management, evaluation and reporting, trends analysis and research.

General Information

The Senior Consultant is responsible for the data collection, analysis and reporting of several federal and state grant-funded programs. The Senior Consultant also will produce written reports for public presentation and publication.

Qualifications

- Minimum of a BS/BA degree, ideally with a Master's degree in a relevant area
- Minimum of 6 years working in public policy, program management, research methods
- Extensive experience in public sector program evaluation
- Experience in preparing data analysis and reports for publication
- Experience in research and policy analysis in higher education
- Advanced computer proficiency, including the ability to develop and manage databases, ability to fluently work in SPSS is strongly preferred
- Superior interpersonal, communication, project management and analytical skills

Application Instructions

Interested candidates should send/email the following: a letter describing how their interest and experience match the position requirements, a resume, and contact information (including email addresses and telephone numbers) for three (3) professional references. All materials must be received by February 21, 2014.

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The Office of Higher Education is an Equal Opportunity/Affirmative Action Employer and strongly encourages applications from women, minorities, persons with disabilities and veterans.